

TITLE: **OFFSET MACHINE OPERATOR IV**

QUALIFICATIONS:

1. Experience in printing department or company
2. Knowledge of operation and care of offset presses, collator and binding machine
3. Ability to operate machines with speed and accuracy and make minor adjustments
4. Ability to use independent judgment and supervise other personnel
5. Knowledge of office practices and procedures
6. Ability to make accurate arithmetical computations

REPORTS TO: Reprographics Supervisor

JOB GOAL: To assist in efficient processing of paper so that maximum benefit will be realized by educational program

PERFORMANCE RESPONSIBILITIES:

1. Operates offset machine and runs masters; cleans, adjusts and takes general care of offset machines
2. Prepares masters, collates, binds, counts, wraps and distributes duplicated material
3. Reviews work orders to determine number of copies desired; type of master copy to use; and color, size and weight of paper required
4. Prepares unit issue slips showing quantity of paper used, type of work performed, time spent on each work order and name of person performing work
5. Operates other machines such as collator, paper cutter, hole punch, or binder
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 25

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable